



# Standard Operating Procedures that save time and reduce errors

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## Ledger accounts are the backbone of your accounting.

- ▶ It is best to think out how you want your ledgers be listed
- ▶ You want like ledgers together, for example crop expenses are 30100 and Livestock expenses are 30200 and shop expenses are 30300
- ▶ Leave room for expansion
- ▶ Be descriptive but not too long in descriptions
- ▶ Be familiar with your ledger types and integration types
  - ▶ Integrated is the same as linked and both mean that the ledger WILL AFFECT INVENTORIES!!
- ▶ Having fewer ledgers and utilizing centers sets the stage for fewer errors.
  - ▶ You could have a ledger for shop supplies, cattle supplies, Crop supplies or you could have one ledger for supplies and assign them to the shop, cattle or crop center, which you probably already do! Eliminates 2 ledgers from your chart of accounts, less likely to inadvertently select incorrect ledger!



## Well thought out centers make reports more meaning full

- Centers, otherwise known as cost/profit center, is the level you want to track cost and profits.
- Allows you to group income and expense to make informed decisions.
- Suggested Centers are: individual loans, employees, crop commodity and year, equipment, Overhead centers, Shop and other buildings/locations



# Divisions



- Good way to keep some division of your financial records within a single taxable organization
  - If you have both livestock and crops or if you have rented and owned land and want to be able to track expense and income based on these divisions then you would have each as a separate division in FBS



# Vendors

- Keep in mind you cannot edit a vendor after you have used it, so make sure you have it spelled correctly the first time!
- **USE THE VENDOR LIST!**
  - If you type in the vendor name instead of using the vendor list you cannot search on the vendor or look up all entries to that vendor at a later date.
  - Must use the vendor list for Accounts payable and Accounts Receivable



# Macros

- Macros allow you to quickly input entries or run reports in a standardized method which allows for less mistakes.
- Input Macros
  - Quickly input entries that you make a lot, such as monthly utilities or monthly payments
- Report Macros
  - Easily run a report without having to think about how you ran it last time!



# Checks and Deposits

- Fields to enter
  - You fill in your standard fields, number, date, vendor, amt, ledger, center, division, descriptio
- Options
  - Print
  - Clear entry
  - Save as macro
  - Scanner toggle
- Clearing
  - At time of entry
  - From clear checks and deposit screen
  - From report
- Reports
  - Check register/reconciliation
    - For a check register put a check mark in the box to use check date, is like your hand written check register
    - For check reconciliation DO NOT put a check mark in the box to use check date, is what you reconcile to the bank with



# Journal & Adjustment Entries

- Journal entries transfer funds between accounts in a balanced manner
- Journal entries allow the flexibility of going between a cash tax, managerial or market financial report
- Adjustment entries should be used very sparingly and only under the advice of a trained accountant





# Accounts Payable & Receivable

- ▶ Short term entries, should ideally be open for less than a year
  - ▶ Use unique numbering system!
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